MEMORANDUM

TO

Linda Bettencourt, Town/City Clerk

FROM

Dawn M. Warner, Risk Manager/Chairperson

Mayor's Safety Committee

DATE

December 23, 2013

RE

2014 Mayor's Safety Committee Meeting Schedule

Please be advised that the regular meetings of the Mayor's Safety Committee scheduled for 2014 will be held at 9:00 a.m. on the following dates:

January 31, 2014

March 28, 2014

May 30, 2014

September 26, 2014

November 28, 2014

January 30, 2015

Dawn M. Warner, Risk Manager/Chairperson Mayor's Safety Committee

CC

Mayor Daniel T. Drew

Brig Smith, General Counsel

Marie Norwood, Common Council Clerk